

POSITION GUIDE  
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Hotel Lead Security Guard

PAY PLAN/SERIES/LEVEL - NF-0085-2

MAJOR DUTY DESCRIPTION:

Leads a team of security guards to ensure the safety and security of guest and employees. Provides work direction, duty assignments, and work review and evaluation. Ensures completion of appropriate training. Works with hotel manager (s) to develop and monitor systems required to ensure ample protection of guests and property.

Provides security at designated areas by patrolling the premises. Performs routine security checks to insure buildings, gates and equipment are properly locked or secured. Inspects grounds for fire, break-in, vandalism or trespassing. As required, checks identification of persons. Uses tact and diplomacy to deny entrance to unauthorized personnel. Ensures that patrons comply with applicable rules and standards. Must at times be persuasive and forceful in dealing with persons whose conduct is unacceptable. Receives reports of incidents. Performs follow-up as required.

Ensures compliance with fire, safety, and security standards. Ensures all force protection technical systems such as fire alarms, intrusion detection systems, and CCTV, where applicable, are operating and maintained. In support of 24-hour hotel operations and limited third shift staffing, maintains an up-to-date working knowledge of all departmental functions necessary to ensure contingency of operations and guest services during the evening and night hours. Maintains a working knowledge of all computer and emergency systems. Works in conjunction and in full cooperation with the military police, fire department, and other emergency response officials.

Operates a motor vehicle.

QUALIFICATION REQUIREMENTS:

**Excellent customer service skills.** Experience of the type described above in a security and force protection field.